**MEETING OF SGSU EXECUTIVE – AGENDA**

**Tuesday 24th January 2017**

**5.30pm – H2.6/7**

**REPORTS**

**President**

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| **Introduction:**  Hi there my names Corey Briffa and I’m the Students’ Union President for 2016-2017. It is my job to represent the views of the student body, to our union, the university and nationwide. It is also my role to oversee the strategic and operational running of the Students’ Union. As always my door is always open so please pop in and say hello if you any queries or issues you would like to raise with me directly. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * May Ball planning * Completed all my zones appraisals * Completed some Top 4 appraisals * Continued working the Student Inclusion Officer role * Meeting to discuss new HW2 Works * TEF Open Meeting * Preparation for the upcoming Trustee Board * Student Experience Committee meeting * Continued work on the Subvention proposal * Send out some sponsorship queries for May Ball * Helped International officers with web tickets sales and advertising for the boat party. * Completed my 6 month report * Took the minibus to get fixed * Compiled the list for upcoming SU duties, to be released shortly. * Headed to orange box to look over new furniture / space ideas. * MMI presentations |
| **What have I got coming up in the next two weeks:**   * Completion of subvention proposal * Look into the proposal made at council last week. / NSS Referendum * Commercial Meetings * Trustee board * Release SU duties * May ball planning * Continue to send out sponsorship packs * Book NUS national conference |

**VP (Finance & Student Activities)**

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| Introduction  Hello everyone, my name is Ishaan Bhide and I am the Vice President for Finance and Student Activities this year.  My zone contains Societies, Sport, Community Project and Heritage Officers so these are my main areas of focus, I help manage these groups, answer any queries and help you set up a new one. I also am in charge of managing the Music Room, the two minibuses as well as all of the accounts/budgets for both the Charity arm and the Trading (Bar and School Shop) arm of SGSU! |
| Action points   * **Ishaan** to meet with Socs- **Ongoing!** |
| What have we done since the last meeting   * *Zone Appraisals* * May ball advertisement pack created. Currently working on SGUL change application with Mus/Vafie. * May ball transport being organised with Coaches/Chantal * Working on Budget and subvention proposal to fit in with SGUL planning round * Preparation for Trustee Board Meeting * SGM report * Updated cash handling policy at Council. Took questions. * Attended SGUL Finance subcommittee meeting to give oral report on our accounts for 2015/16. * Got Minibus (blue) fixed with Corey. Took us half a day in Battersea. * Presented to prospective students at interviews * Fielded student enquiries about constitutions * Chased up money owed to SU from last year * Halfway ball meetings took place * My own Appraisal happened * Met with Socs about awards and may ball * Announced Awards plan at council * Half day annual leave last Friday |
| What have you got coming up in the next two weeks   * Finance work * Trustee meeting and report * Meet with socs after their exams about Society start up document * Audit is still ongoing * A couple of days of staggered annual leave here and there * SGM |

**VP (Education & Welfare)**

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| Introduction  *Hello I’m Tanisha, it’s my job to represent the students at all academic meetings with the University and look out for the welfare of the student body to ensure that you are able to make the most of your time here at St. George’s! I also provide a free condom service for all students. Anyone is welcome to my office for a cup of tea and a confidential chat, without having to arrange a meeting in advance, as I have an open door policy. Whether you have an academic, health, emotional or financial problem, I can offer some advice and point you towards the most helpful service available. So please feel welcome to come and say hello, sometimes a listening ear is all you need!* |
| Action points   * **None** |
| What have we done since the last meeting   * Appraisals with all the teams in my zone * Supporting students with academic, financial and welfare concerns * Attended P Year committee, Learning Resources User Group, Design & Health Institute, update with the counselling service, MBBS Curriculum Development Steering Group, Student Experience Committee, QAEC (Quality Assurance & Enhancement Committee), Counsellors termly meeting and Campus Good Relations Group meetings. * Exploring having an LGBTQ+ & Allies disco with Pride Soc * Attended the TEF Open meeting * Updates with the Principal * May Ball planning * Designed the Save the Date May Ball poster with Fran and started promoting * Orange Box visit with the rest of Top 4 to get ideas for the 2nd floor refurbishment * Writing my 6 month report * Attended the St George’s Staff event with Corey * Helped to design and send out the Sexual harassment and violence survey designed by a F year student * Helping to design Student Experience Campaign posters with SGUL Comms * Campaign planning and designing posters for Mental Health Week, Consent Week and NASMA’s (National Association of Student Money Advisors) National Student Money Week * Planning the programme for the suicide awareness training to take place on 30th January with the help of Paul Lomax, Aileen O’Brien and the counselling service * Meeting with staff and academics about potential changes and new ideas for Senate * Organising year rep training with Vanessa Ho, the new Associate Dean for Equality, Diversity & Inclusion * Ongoing meetings with the Dean and Deputy Dean for Students to discuss the long term, sustainable plans to address the issue of increased incidents of sexual violence and harassment taking place on campuses across the UK*.* * Helping staff with the recruitment process for the re-validations of multiple courses coming up * Trying to source free STI (chlamydia and gonorrhea) tests that may be more convenient for students |
| What have you got coming up in the next two weeks   * Website training with the Communications Officers * May Ball planning and promotion * Suicide Awareness Training * Mental Health week planning and promotion with the Campaigns Officers * Interview Selection presentations * Supporting first and second year students during Sem 3 exams * Consent Week planning and promotion with the Campaigns Officers * LGBTQ Month planning with Pride Soc and E&D Officers * Trustee Board Meeting * TPCC, SUCS, Careers Committee, SSWC (Student Support & Welfare Committee), UMBEC meetings * EGM |

**General Secretary**

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| Introduction  Hi everyone, I’m Fran and I’m the General Secretary of the Student’s Union for 2016-17!  My job as GenSec involves booking rooms, writing minutes of meetings and being a contact point for any of your queries! I also help students in setting up new societies and help out any committees that are unsure of anything to do with their emails or rooms. |
| Action Points |
| What we have done since the last meeting   * Council * Met with zone and zone appraisals * Made May Ball poster with Tanisha * Made SGM infographic and event * Usual dealing with rooms * Started on SGM agenda * Answering general emails |
| What have you got coming up in the next few weeks   * SGM agenda * Continued May Ball planning * Senate * Writing Trustee Report |

**Events Officers**

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| Introduction  Hello, we are Shalu James, Jeremy Teo, Chandru Amaranathan and Yuna Kishimoto, the SU events officers. Our job includes organising and planning events hosted by the student union including advertising on social media and around the university. We are also on duty for all these events. |
| Action Points  N/A |
| What we have done since the last meeting   * Finished writing our 6-month report * Meeting with Corey and Rich to discuss upcoming events (drinking and non-drinking) * Met with the committee members of LGBTQ+ society to discuss a possibility of a University of London LGBTQ+ event   + However, they seemed reluctant due to the risk of a low turnout * Made a few drinks posters for the bar |
| What have you got coming up in the next few weeks   * Exams * Helping International Officers with preparing for Boat Party |

**Sports Officers**

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| Introduction  Hi! We’re Will and Ollie, Sports Officers for 2016/17. Our role sees us as the first point of contact for sports in the Student’s Union. Our main responsibilities include overseeing teams participation in LUSL and BUCS leagues as well as coordinating the use of Rob Lowe Sports facilities. Other aspects of our role include our position on sports committees and organizing Fresher’s sports trials |
| Action points   * N/A |
| What have we done since the last meeting   * Back into the swing of team fixtures * Entering some times into individual championships and summer leagues * Reversing future team fixtures * Changed fixture dates and reversed fixtures for teams that couldn’t play over the holiday * Chasing up result entries |
| What have you got coming up in the next two weeks   * Fixtures * Utilization of social media * Entering further individuals for summer leagues |

**Communications Officers**

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| Introduction  *We are Ruth, Sarah & Joe – Communications Officers. We are in charge of the website, app & newsletter as well as being on hand for making posters etc for you guys.* |
| Action points  *N/A* |
| What have we done since the last meeting   * *Uploaded the year plan onto the website events calendar* * *More incredible newsletters – only 2 more v-blogs to collect then we will have a full set* * *Editing and updating the banners and webpages* * *Made an instagram account* * *Met Library staff* * *Continue usual mundane society stuff* * *Met with Corey about potentially super exciting development for comms next year* * *Zone appraisal* * *Meeting about future of Comms Officers looking at constitution* |
| What have you got coming up in the next two weeks   * *Meeting SGUL Comms* * *Teaching Top 4 some basic website functions to help out societies during busy exam periods* * *Social media presence increase* * *Campaigns forum development* * *Continue our generally fabulous work* |

**Heritage Officers**

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| Introduction  We are Anya and cerys, and we are heritage officers. We will be in charge of the famous WW8 and spiders and cobras. While also this year we want to really push and promote the Georges spirit, as we are the ‘Finest in the Land’. |
| Action points |
| What have we done since the last meeting   * Promoting spiders * Sorting out spiders ties from last year as we’ve had plenty of queries * Spending Friday and Monday lunches in SU to hand out ties * set up a meeting with jane page to discuss potential involvement of alumni in St Georges day * emailed Tanisha to ask for a space outside the library |
| What have you got coming up in the next two weeks  Have our meeting with jane page   * Put on spiders * Finalized dates for next spiders/cobras |

**Charities Officers**

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| Introduction  Hi everyone, we are Anshaal, Eesha, Naireen and Vikram we have been elected as the Charity Officers at SGUL for 2016-2017.  We will give the student body the opportunity to raise money awareness through events and the opportunity to participate in volunteering throughout the year. As charities officers we will also be organizing the much-anticipated RAG week for everyone to get involved in. |
| Action points  We have decided that all of the money we raise this year will be split between three chosen charities- Ronald Mcdonald House, Noahs ark and St George’s Hospital charity. |
| What have we done since the last meeting:   * Appraisals with Corey * Bucket and helped out Cam during Ethics Quiz * Opened up more ways in improving on our advertising, such as Instagram and Snapchat * Spoken to music soc who are keen to do battle of the bands. * Started working on RAG week posters and begin Jailbreak + Take me out advertising. * Met up with Beth about Jailbreak. Planning to hold a briefing+ meet the previous winners’ jailbreak event, just to let potential participants have an idea on what to expect from taking part. * Started advertising for volunteers to help edit the video submissions for Take me out. * Emailing lecturers + charities asking for RAG auction prizes. * One of our charities wanted to do a joint event with the auction, but pulled out due to some time clash. We’re looking into having a “pointless” quiz/ university challenge type of quiz in its place. * Trying to organize bake sale dates with Tanisha * Helped Nikhil set up a just caring page, who is shaving his hair off to donate to RAG. |
| What have you got coming up in the next two weeks:  -Start approaching shops and restaurants asking out for vouchers going to be used in our raffle during RAG week.  - Finish working on other posters for events happening. Have them around uni first week feb.  - Keep advertising Jailbreak and Take me Out for participants. Have a list ready by first week February.  -Chase up on the cafes who were willing to supply small boxes of food for jailbreak participants. Look into a best vloggers prize possibility/tshirts. |

**Societies Officers**

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| Introduction  Hi everyone! We are your Societies Officers for 2016-17; Naomi Melamed, Ash Sithirapathy, Lorna Chapman and Jess McNaughton. Throughout the year we are the contact point for all societies but we are also responsible for handovers, Freshers Fayres, Awards Evening and the upkeep of the music room. Feel free to contact any of us with any questions you may have! |
| Action points from last meeting   * Meet with May Ball top four to discuss dates about Awards * Receive last few constitutions and send to Comms |
| What have we done since the last meeting   * Met with Ishaan and Corey, set dates for nomination week for Awards. Set the date for the weekend that exec will go through the awards * Continued emailing societies for their constitutions and handovers. Those received by the deadline on 4th Jan at 4pm were sent to Comms and for those that weren’t they were sent warning messages. * Continued with 6 month reviews of newly passed societies as well as annual review to ensure they have met their action points and manifesto. |
| What have you got coming up in the next two weeks   * Meet with Comms to discuss how we are going to make an online voting form for nominations * Determine how we are going to make the awards as anonymous as possible * Do our 6 month review * Meet with Ethan about the music room. * Get the boards sorted completely sorted after mounting all the information received from societies onto cardboard. |

**Community Project Officers** – No report received.

**Technical Officers**

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| **Introduction**  We are Alex, Michelle and Ethan, technical officers for the SU. Our duties include overall responsibility for lighting, sound and other AV equipment for the SU, running the tech for shows, events and societies, and managing the tech subcommittee. |
| **Action points**   * N/A |
| **What have we done since the last meeting**   * Youth Party * E&E movie Night * E&E Quiz Night * Appraisal meeting with Corey |
| **What have you got coming up in the next two weeks**   * E&E Open Mic |

**Equality & Diversity Officers**

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| **Introduction**  Hi there; we are Avin and Khadija and we are your Equality and Diversity Officers for 2016-17. Outlined below is what we have done thus far, what we intend to do and the action points we are to follow up from exec meetings. If you have any questions, feel free to get in touch. |
| **Action points**   * Met with Tanisha regarding role in shows |
| **What have we done since the last meeting**   * Preparing for a busy February:   Met with Campaigns, NUS delegate and VP E&W to plan consent week and met with SSC student regarding sexual violence which has had a huge response to the questionnaire. Wondering if we can get lanyards/badges/coasters made that the SU can distribute as well. LGBTQ+ history month plans underway; Friday we are making the exhibition for the corridor and meeting with Ka-Ming from the library to make posters for the screens. Working with LGBTQ+ Pride, Student Minds and the university (library & John Hammond) to compile all events into a calendar. We will be holding our own history walk too.  Steering Group: created a poster which we are waiting for time/location finalisations before we start advertising.   * Met with Tanisha for 6 month appraisal; will be working more on our Facebook page to advertise events. * Completed our pack which we are bringing to exec |
| **What have you got coming up in the next two weeks**   * Poster competition for sexual violence * Planning March E&D month of events * February events |

**Environment & Ethics Officer** – No report received.

**International Officers**

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| Introduction  *Hey Everyone! We are Chantal and Bukola, your International Officers.*  *Our role is to represent International students at St. George’s, to ensure that the challenge of studying in a completely new country is as easy as possible for students from around the world. We aim to help international students feel comfortable, content, and integrated while at George’s. To achieve this, we will represent them in the SU and have regular meetings with the International Advisory Team. We will also be planning numerous events throughout the year, alongside the International Students Society.* |
| Action points   * N/A |
| What have we done since the last meeting   * World Toilet Day (17 Nov)   + Finally received the certificate and will put it up soon * Chinese New Year/End of Exams BOAT PARTYYYYY!   + Date: Friday, February 3rd   + £18 standard ticket   + Sold over 160 tickets * Chinese New Year Dinner   + 7 Feb, Tuesday   + Ding Xiang, Colliers Wood   + Sold 27 tickets so far * Update our website and online calendar |
| What have you got coming up in the next two weeks   * Make contact with INTO students in the US * INTO Updates   + Meeting with INTO year reps (Feb) * Ideas for international student’s trip * Boat Party an Chinese New Year Dinner * Packing red packets/chocolate coins for Boat Party |

**Representation Officers**

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| **Introduction**  Hello, this is Gabriela Barzyk and Sunil Singh and we are your Representation Officers.We’ve been Year 1 Biomedical Science Year Reps last year and hope to use our experiences to help you. This is a relatively new role, which aims to inform you of all the events taking place throughout the year. To achieve this, we’ll be helping our wonderful Year Reps. As Representation Officers, we will attend Council, Senate and Executive meetings and share important information between the different teams. We love to chat and keep you updated so you can contact us anytime. |
| **Action points**   * N/A |
| **What have we done since the last meeting**   * Preparing for a busy February: * Collecting FB group links for Tanisha (will be used to assess how effective the pages are in distributing information to students (in terms of post content and student number). This has been requested by the Dean of Education) * Met Fran for an update on how we’re doing and done our appraisals * Writing 6 month report * Contacted Year 1 Reps about organising revision lectures for their cohorts and giving them advice on how to plan those. Also suggested that they carry out questionnaires on what content people want to see on fb groups/ change settings * Worked on our Senate action point and came up with a few ideas on how to make Year Rep more rewarding- we will present these to Senate (includes ideas like Senate of the Month, Senate Social, using evaluation surveys to validate how well they are doing) * Contacted Vanessa Ho to receive an update on off-sire breast feeding facilities: An E&D Officer will be appointed to look after the list. We will begin to look at a way to distribute the list to clinical years with SPACE (discussed with Tanisha and contacted SPACE) * INTO Mums and Dads sorted: INTOs are happy with the mentoring scheme and Cheddian Ishmael will reach out to us if they require a talk (perhaps closer to summer when students know whether they will be attending SGUL) * Met with E&D to discuss Steering Group. Delegated roles, they will be focusing on promotion for the 14th of Feb session. We mentioned this at Council and answered people’s questions. * Closed the Year 1/2 BMS and MBBS Year Rep Feedback Surveys * Contacted those who expressed interest in becoming Reps (Physio Yr1 &Yr1 MSc)   **From Council:**   * Discussion on SGSU Awards  1. Should Sabbatical Officers receive it 2. Blind voting 3. Addition of 10 non-Exec members to the panel ‘Jury duty’ who will have to apply  * NSS Poll/TEF: Motion from Council to request a referendum and ask the SU public on whether we should boycott   If you think option should be given: 29 votes for, No: 0, Abstaining: 1   * St George’s Obstetrics & Gynaecology Society Constitution changes approved |
| **What have you got coming up in the next two weeks**   * Steering group planning * Senate * Senate Board- new Year Reps so we are waiting for their pictures to put up. * Figure out meeting times/ how to distribute info from the Year 1/2 BMS and MBBS Survey * Liaise with SPACE |

**Campaigns Officers**

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| Introduction  *Hi, we are Beth Agnew and Lucy Chapman and we are your Campaign officers for 2016/2017. This is the first year our role has existed at SGSU and we are responsible for holding various campaigns throughout the year and ensuring that we are an active campaigning union. This will involve helping out other members of Exec to carry out their already established campaign weeks but also introducing campaigns that you, the student body, feel we should bring attention to! We want to provide a platform and promote greater student engagement in order to represent the views and concerns of all St George’s students. Please make sure you contact us if you have any issues that you think we as a union should be talking about and we’ll do our best to plan and promote an effective campaign.* |
| Action Points  *N/A* |
| What have we done since the last meeting  *A summary of what you have done since the last meeting. This should be in bullet points.*   * TEF open meeting * Helped Cameron at beginning of Ethics week * Emailed Howard and Jenny about staff involvement in campaign weeks * Liasing with Tanisha to finalise another booking for Tooting blood bank * Arranging a replacement speaker for consent week * Beth – helped charities arrange jailbreak contract and assisting with jailbreak planning |
| What have you got coming up in the two weeks  *A summary of what you plan to do by the next meeting. This should be in bullet points.*   * Beth- Training charities to use jailbreak tracking system & helping produce info pack * Posters/flier making for campaign weeks * Liaising with societies e.g. PRIDE, iFem soc to organise stalls for consent week “fair” * Publicise questions and answers from TEF meeting * Meet with Comms about regular newsletter segment & campaigns forum * Consent week |